

**Meeting of the Maynard Retirement Board
November 19, 2020, 12:15 P.M.**

AS A COVID-19/CORONAVIRUS PREVENTION MEASURE, THIS MEETING WILL NOW BE
CONDUCTED AS A REMOTE MEETING.

➤ To participate:

Option 1: Join by computer using this link:

<https://us02web.zoom.us/j/81186337669?pwd=Si9oamRNS2tOUVhTY0xPc0pTMlF1QT09>

Option 2: Join by phone by dialing 646-876-9923 and entering Meeting ID: 811 8633 7669 Passcode: 840940

Town of Maynard is inviting you to a scheduled Zoom meeting.

➤ Materials can be emailed by contacting: Retirement@townofmaynard.net

(All public meetings may be recorded, broadcast and or videotaped)

Agenda or Topics to be discussed listed below (That the chair reasonably anticipates will be discussed)

1. Approve Minutes of previous Meetings: Regular Meeting, October 29, 2020
Amend Regular Meeting, February 21, 2019
Amend Regular Meeting, July 23, 2020

2. New Business Topics:

Boston Advisors, quarterly update and PRIM Private Equity Vintage Year 2021
Approve the transfer of deductions for Michelle Jenkins to the Worcester Regional Retirement System
Approve the recalculation Superannuation Retirement for Dennis Morrissey effective January 20, 2016
Approve the partial refund for Mark Tomy
Reconsider liability of call time for Timothy Lawton
Approve retiree payroll and deductions warrants
Approve regular vendor warrant
Cash requirements forecast
Bank Reconciliations
Accept new members: Jennine Hureau, Firefighter, Joseph Doyle, Firefighter, Donna Sullivan, School Nurse
Third Member Election Notice
December Board Meeting

3. Other:

PERAC Memo #33/2020 PROSPER Benefit Calculation Submission is almost here!

THIS AGENDA IS SUBJECT TO CHANGE

Executive Director Kenneth R. DeMars

Posted by: Kenneth R. DeMars

Date: 11/12/2020

**Maynard Retirement Board Meeting
October 29, 2020**

AS A COVID-19/CORONAVIRUS PREVENTION MEASURE, THIS MEETING WAS
CONDUCTED AS A REMOTE MEETING.

➤ To participate: Option 1: Join by computer using this link:
<https://us02web.zoom.us/j/83379772051?pwd=bVovVIUrSWZLQ3kyUThJMzg5NUVNUT09>

Option 2: Join by phone by dialing 646-876-9923 and entering
Meeting ID: 833 7977 2051 Password: 751593

All public meetings may be recorded, broadcast and or videotaped

Christopher Connolly called meeting to order at 12:18 pm.

Confirming Member Access:

As a preliminary matter, this is Chairman Christopher Connolly. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative.

Clifford Wilson Yes

Michael Guzzo Yes

Kevin Petersen

Patrick Hakey. Yes

- Staff, when I call your name, please respond in the affirmative.

Kenneth DeMars Yes

Introduction to Remote Meeting:

Good afternoon. This Open Meeting of the Maynard Retirement Board is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting will feature public comment.

For this meeting, the Maynard Retirement Board is convening by telephone conference as posted on the Town's Website identifying how the public may join.

Meeting Materials

All supporting materials that have been provided members of this body are available on the Town's website unless otherwise noted. The public is encouraged to follow along using the posted agenda unless The Chair notes otherwise. Documents can be found on the Town webpage <https://www.townofmaynard-ma.gov/gov/committees/retirement-board/>

Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- I will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide

any comment, questions, or motions. Please hold until your name is called.
Further,

- Please remember to mute your phone or computer when you are not speaking;
- Please remember to speak clearly and in a way that helps generate accurate minutes.
- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.
- For Items with Public Comment:

After members have spoken, the Chair will afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their names and addresses only;
- Once the Chair has a list of all public commentators, I will call on each by name and afford 3 minutes for any comments.
- Finally, each vote taken in this meeting will be conducted by roll call vote.

Michael Guzzo: Motion to approve the minutes for the Regular Meeting on September 24, 2020. Motion seconded by Patrick Hakey.

Roll call vote:

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Christopher F. Connolly	[X]	[]	[]	[]
Michael A. Guzzo	[X]	[]	[]	[]
Kevin C. Petersen	[]	[]	[]	[X]
Clifford C. Wilson	[X]	[]	[]	[]
Patrick A. Hakey	[X]	[]	[]	[]

Clifford Wilson: Motion to approve the Superannuation Retirement of Timothy Gray, effective August 11, 2020. Motion seconded by Michael Guzzo.

Roll call vote:

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Christopher F. Connolly	[X]	[]	[]	[]
Michael A. Guzzo	[X]	[]	[]	[]
Kevin C. Petersen	[]	[]	[]	[X]
Clifford C. Wilson	[X]	[]	[]	[]
Patrick A. Hakey	[X]	[]	[]	[]

Clifford Wilson: Motion to approve the transfer of accumulated deductions for Justin Amidon to the Marlborough Retirement System. Motion seconded by Patrick Hakey.

Roll call vote:

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Christopher F. Connolly	[X]	[]	[]	[]
Michael A. Guzzo	[X]	[]	[]	[]
Kevin C. Petersen	[]	[]	[]	[X]
Clifford C. Wilson	[X]	[]	[]	[]
Patrick A. Hakey	[X]	[]	[]	[]

Clifford Wilson: Motion to approve the transfer of accumulated deductions for Alex Martinec to the Marlborough Retirement System. Motion seconded by Michael Guzzo.

Roll call vote:

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Christopher F. Connolly	[X]	[]	[]	[]
Michael A. Guzzo	[X]	[]	[]	[]
Kevin C. Petersen	[]	[]	[]	[X]
Clifford C. Wilson	[X]	[]	[]	[]
Patrick A. Hakey	[X]	[]	[]	[]

Clifford Wilson: Motion to approve the transfer of accumulated deductions for Matthew James to the Marlborough Retirement System. Motion seconded by Patrick Hakey.

Roll call vote:

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Christopher F. Connolly	[X]	[]	[]	[]
Michael A. Guzzo	[X]	[]	[]	[]
Kevin C. Petersen	[]	[]	[]	[X]
Clifford C. Wilson	[X]	[]	[]	[]
Patrick A. Hakey	[X]	[]	[]	[]

Michael Guzzo: Motion to approve the transfer of accumulated deductions for Thomas Palmerino to the State Retirement System. Motion seconded by Patrick Hakey.

Roll call vote:

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Christopher F. Connolly	[X]	[]	[]	[]
Michael A. Guzzo	[X]	[]	[]	[]
Kevin C. Petersen	[]	[]	[]	[X]
Clifford C. Wilson	[X]	[]	[]	[]
Patrick A. Hakey	[X]	[]	[]	[]

Michael Guzzo: Motion to approve the October 30, 2020 payroll warrant in the amount of \$334,799.71. Motion seconded by Clifford Wilson.

Roll call vote:

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Christopher F. Connolly	[X]	[]	[]	[]
Michael A. Guzzo	[X]	[]	[]	[]
Kevin C. Petersen	[]	[]	[]	[X]
Clifford C. Wilson	[X]	[]	[]	[]
Patrick A. Hakey	[X]	[]	[]	[]

Clifford Wilson: Motion to approve the October 30, 2020 deductions warrant in the amount of \$55,463.47. Motion seconded by Michael Guzzo.

Roll call vote:

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Christopher F. Connolly	[X]	[]	[]	[]
Michael A. Guzzo	[X]	[]	[]	[]
Kevin C. Petersen	[]	[]	[]	[X]
Clifford C. Wilson	[X]	[]	[]	[]
Patrick A. Hakey	[X]	[]	[]	[]

Clifford Wilson: Motion to approve the October 30, 2020 cash disbursements warrant in the amount of \$140,811.96. Motion seconded by Michael Guzzo.

Roll call vote:

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Christopher F. Connolly	[X]	[]	[]	[]
Michael A. Guzzo	[X]	[]	[]	[]
Kevin C. Petersen	[]	[]	[]	[X]
Clifford C. Wilson	[X]	[]	[]	[]
Patrick A. Hakey	[X]	[]	[]	[]

Michael Guzzo: Motion to transfer \$132,220.00 from PRIT cash to the Citizens Bank checking account to fund this months' payroll and vendor warrants and to authorize People's United Bank to pay the Boston Advisors 3rd quarter 2020 invoice of \$28,952.00 from account xxxxxx8400. Motion seconded by Clifford Wilson.

Roll call vote:

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Christopher F. Connolly	[X]	[]	[]	[]
Michael A.Guzzo	[X]	[]	[]	[]
Kevin C. Petersen	[]	[]	[]	[X]
Clifford C.Wilson	[X]	[]	[]	[]
Patrick A. Hakey	[X]	[]	[]	[]

Review of the September Citizens Bank statement reconciliation, prepared by Cheryl Kane. The reconciliation agrees with the general ledger. PERAC cash books were emailed to Board members.

Michael Guzzo: Motion to accept Timothy MacDuff, Director of Building Operations and Joseph Worthington, DPW Secondary W/S Operator as new members of the Maynard Contributory Retirement System. Motion seconded by Clifford Wilson.

Roll call vote:

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Christopher F. Connolly	[X]	[]	[]	[]
Michael A.Guzzo	[X]	[]	[]	[]
Kevin C. Petersen	[]	[]	[]	[X]
Clifford C.Wilson	[X]	[]	[]	[]
Patrick A. Hakey	[X]	[]	[]	[]

FY2022 Appropriation Data submitted to PERAC on 10/06/2020.

Michael Guzzo: Motion to hold the November Board meeting on Thursday November 19, 2020 at 12:15 pm. Motion was seconded by Patrick Hakey.

Roll call vote:

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Christopher F. Connolly	[X]	[]	[]	[]
Michael A.Guzzo	[X]	[]	[]	[]
Kevin C. Petersen	[]	[]	[]	[X]
Clifford C.Wilson	[X]	[]	[]	[]
Patrick A. Hakey	[X]	[]	[]	[]

No other business.

At 12:30 pm, Michael Guzzo: Motion to adjourn. Motion was seconded by Clifford Wilson.

Roll call vote:

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Christopher F. Connolly	[X]	[]	[]	[]
Michael A. Guzzo	[X]	[]	[]	[]
Kevin C. Petersen	[]	[]	[]	[X]
Clifford C. Wilson	[X]	[]	[]	[]
Patrick A. Hakey	[X]	[]	[]	[]

Meeting adjourned 12:30pm.

Attested to as a true record of the Board:

Christopher F. Connolly, Sr., Chairman, Appointed

Clifford C. Wilson, Elected

Kevin C. Petersen, Appointed

Patrick A. Hakey, Elected

Michael A. Guzzo, Ex-Officio

Maynard Retirement Board Meeting
February 21, 2019
Minutes

Members in Attendance:

Christopher Connolly
Clifford Wilson
Jean Ignachuck
Michael Guzzo (Arrived 12:39pm)
Kevin Petersen

Other Attendees:

Kenneth DeMars, Executive Director
Doug Riley, Boston Advisors

Christopher Connolly opened the meeting at 12:18 pm in Room 201 of the Town Building.

Jean Ignachuck made a motion to approve the minutes for the Regular Meeting on January 24, 2019. The motion was seconded by Clifford Wilson and the vote was unanimous. The minutes for January 24, 2019 were approved and signed by the Board.

Doug Riley, Boston Advisors gave the Board the investment review for the fourth quarter of 2018. As of December 31, 2018, Maynard's total portfolio was \$41,846,496.11 and the Boston Advisors' portfolio value was \$21,997,039.84. Mr. Riley told the Board that overall 2018 was a disappointing year; Large Caps had a bad 4th quarter, stock selection was a factor during the 2nd half of the year and the portfolio continues to be underweight in Fixed Income. Mr. Riley said that 2019 is off to a good start and that the China trade deal will affect the market.

Michael Guzzo arrived at 12:39pm.

Ken DeMars asked Mr. Riley about the status of the side letter prepared by Attorney Gibson. Mr. Riley stated that he would check on it. There was a general discussion on asset allocation.

Doug Riley left at 1:00pm.

Michael Guzzo made a motion to approve the Superannuation retirement of Sean Kiley effective November 13, 2018. The motion was seconded by Jean Ignachuck and the vote was unanimous.

Michael Guzzo made a motion to approve the Superannuation retirement of Robert Murphy effective January 4, 2019. The motion was seconded by Jean Ignachuck and the vote was unanimous.

Michael Guzzo made a motion to approve the refund of deductions for Jennifer L. Ward. The motion was seconded by Jean Ignachuck and the vote was unanimous.

Michael Guzzo made a motion to approve the refund of deductions for Noval Alexander. The motion was seconded by Clifford Wilson and the vote was unanimous.

Michael Guzzo made a motion to approve the refund of deductions for Courtney Forstenhausler. The motion was seconded by Kevin Petersen and the vote was unanimous.

Kevin Petersen made a motion to approve the transfer of deductions for Saima Huseni to the Middlesex County Retirement System. The motion was seconded by Jean Ignachuck and the vote was unanimous.

Michael Guzzo made a motion to approve the February 28, 2019 payroll warrant in the amount of \$268,969.07. The motion was seconded by Kevin Petersen and the vote was unanimous. The Board signed the warrant.

Clifford Wilson made a motion to approve the February 28, 2019 deductions warrant in the amount of \$43,856.17. The motion was seconded by Jean Ignachuck and the vote was unanimous. The Board signed the warrant.

Clifford Wilson made a motion to approve the February 28, 2019 vendor warrant in the amount of \$102,555.38. The motion was seconded by Michael Guzzo and the vote was unanimous. The Board signed the warrant.

The Board reviewed the January Citizens Bank statement reconciliation, prepared by Cheryl Kane. The reconciliation agrees with the general ledger.

Jean Ignachuck made a motion to transfer \$194,670.00 from PRIT cash to the Citizens Bank checking account to fund this month's payroll and vendor warrants and to authorize People's United Bank to pay the Boston Advisors 4th quarter 2018 invoice, \$24,497.00, from account xxxxxx8400. The motion was seconded by Kevin Petersen and the vote was unanimous.

Jean Ignachuck made a motion to accept Jewell West, School Paraprofessional, as a new member of the system. The motion was seconded by Kevin Petersen and the vote was unanimous.

Clifford Wilson made a motion to accept liability for 2 years and 3 months of call firefighter time for Timothy Lawton upon completion of a makeup through the Cambridge Retirement System. Mr. Lawton had been a call firefighter prior to becoming a Maynard police officer and a member of the Maynard Retirement System. He later transferred to Wellesley and then to Cambridge. The motion was seconded by Jean Ignachuck and the vote was unanimous.

Christopher Connolly asked Clifford Wilson to take over the meeting as he would be abstaining from participating or voting on the next agenda item.

Michael Guzzo made a motion to appoint Christopher Connolly as the Fifth Member of the Board with a term of April 1, 2019 to April 1, 2022. Ken DeMars informed the Board that Mr. Connolly was the only candidate for the position and that a letter and resume from him were received prior to the deadline. The motion was seconded by Clifford Wilson and the vote was unanimous. Mr. Connolly will need to get sworn in prior to the April meeting.

Clifford Wilson turned the meeting back over to Christopher Connolly.

The Board reviewed the current contract for the Executive Director, PERAC's Chief Retirement Administrator Compensation Survey and a survey from another Board on Administrator's salary and functions. Jean Ignachuck made a motion to amend the current contract to a new term

beginning April 1, 2019 through March 31, 2022 and to amend the annual rate of compensation to \$54,636.00 with all other terms and conditions remaining the same. The motion was seconded by Clifford Wilson. Christopher Connolly, Clifford Wilson, Jean Ignachuck and Kevin Petersen voted in favor of the motion and Michael Guzzo abstained from voting. A new contract will be available for the Board to sign at the March 28, 2019 meeting.

At 1:23 pm, Michael Guzzo made a motion to adjourn. The motion was seconded by Clifford Wilson and approved by a unanimous vote, the meeting was adjourned.

Attested to as a true record of the Board:

Christopher F. Connolly, Sr., Chairman, Appointed

Clifford C. Wilson, Elected

Kevin C. Petersen, Appointed

Jean E. Ignachuck, Elected

Michael A. Guzzo, Ex-Officio

**Maynard Retirement Board Meeting
July 23, 2020**

AS A COVID-19/CORONAVIRUS PREVENTION MEASURE, THIS MEETING WAS
CONDUCTED AS A REMOTE MEETING.

➤ To participate: Option 1: Join by computer using this link:
<https://us02web.zoom.us/j/81622898731?pwd=L0RpRnp6NGVKS3BoZWZ4MjFXSVovUT09>

Option 2: Join by phone by dialing 646-876-9923 and entering Meeting ID: 816 2289
8731 Password: 865801

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Christopher Connolly called meeting to order at 12:16 pm.

Confirming Member Access:

As a preliminary matter, this is Chairman Christopher Connolly. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative.

Michael Guzzo - Yes

Kevin Petersen - Yes

Clifford Wilson - Yes

Patrick Hakey - Yes

- Staff, when I call your name, please respond in the affirmative.

Kenneth DeMars - Yes

Introduction to Remote Meeting:

Good afternoon. This Open Meeting of the Maynard Retirement Board is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

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Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- I will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,
 - Please remember to mute your phone or computer when you are not speaking;
 - Please remember to speak clearly and in a way that helps generate accurate minutes

- For any response, please wait until the Chair yields the floor to you and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.
- For Items with Public Comment:

After members have spoken, the Chair will afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their names and addresses only;
- Once the Chair has a list of all public commentators, I will call on each by name and afford 3 minutes for any comments.
- Finally, each vote taken in this meeting will be conducted by roll call vote.

Clifford Wilson: Motion to approve the minutes for the Regular Meeting on June 25, 2020. Motion seconded by Kevin Petersen.

Roll call vote:

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Christopher F. Connolly	[X]	[]	[]	[]
Michael A. Guzzo	[X]	[]	[]	[]
Kevin C. Petersen	[X]	[]	[]	[]
Clifford C. Wilson	[X]	[]	[]	[]
Patrick A. Hakey	[X]	[]	[]	[]

Clifford Wilson: Motion to approve the Superannuation Retirement of Victoria Brown effective June 15, 2020. Motion seconded by Kevin Petersen.

Roll call vote:

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Christopher F. Connolly	[X]	[]	[]	[]
Michael A. Guzzo	[X]	[]	[]	[]
Kevin C. Petersen	[X]	[]	[]	[]
Clifford C. Wilson	[X]	[]	[]	[]
Patrick A. Hakey	[X]	[]	[]	[]

Clifford Wilson: Motion to approve the Superannuation Retirement of Karl Nyholm effective July 7, 2020. Motion seconded by Patrick Hakey.

Roll call vote:

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Christopher F. Connolly	[X]	[]	[]	[]
Michael A. Guzzo	[X]	[]	[]	[]
Kevin C. Petersen	[X]	[]	[]	[]
Clifford C. Wilson	[X]	[]	[]	[]
Patrick A. Hakey	[X]	[]	[]	[]

Clifford Wilson: Motion to approve the Superannuation Retirement of William Duggan effective July 7, 2020. Motion seconded by Michael Guzzo.

Roll call vote:

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Christopher F. Connolly	[X]	[]	[]	[]
Michael A. Guzzo	[X]	[]	[]	[]
Kevin C. Petersen	[X]	[]	[]	[]
Clifford C. Wilson	[X]	[]	[]	[]
Patrick A. Hakey	[X]	[]	[]	[]

Kevin Petersen: Motion to approve the July 31, 2020 payroll warrant in the amount of \$293,308.90. Motion seconded by Clifford Wilson.

Roll call vote:

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Christopher F. Connolly	[X]	[]	[]	[]
Michael A. Guzzo	[X]	[]	[]	[]
Kevin C. Petersen	[X]	[]	[]	[]
Clifford C. Wilson	[X]	[]	[]	[]
Patrick A. Hakey	[X]	[]	[]	[]

Clifford Wilson: Motion to approve the July 31, 2020 deductions warrant in the amount of \$41,537.57. Motion seconded by Kevin Petersen.

Roll call vote:

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Christopher F. Connolly	[X]	[]	[]	[]
Michael A. Guzzo	[X]	[]	[]	[]
Kevin C. Petersen	[X]	[]	[]	[]
Clifford C. Wilson	[X]	[]	[]	[]
Patrick A. Hakey	[X]	[]	[]	[]

Michael Guzzo: Motion to approve the July 31, 2020 cash disbursements warrant in the amount of \$2,602,181.45. Motion seconded by Patrick Hakey.

Roll call vote:

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Christopher F. Connolly	[X]	[]	[]	[]
Michael A. Guzzo	[X]	[]	[]	[]
Kevin C. Petersen	[X]	[]	[]	[]
Clifford C. Wilson	[X]	[]	[]	[]
Patrick A. Hakey	[X]	[]	[]	[]

Michael Guzzo: Motion to transfer \$88,100.00 from PRIT cash to the Citizens Bank checking account to fund this months' payroll and vendor warrants. Motion seconded by Clifford Wilson.

Roll call vote:

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Christopher F. Connolly	[X]	[]	[]	[]
Michael A. Guzzo	[X]	[]	[]	[]
Kevin C. Petersen	[X]	[]	[]	[]
Clifford C. Wilson	[X]	[]	[]	[]
Patrick A. Hakey	[X]	[]	[]	[]

The Board reviewed the June Citizens Bank statement reconciliation, prepared by Cheryl Kane. The reconciliation agrees with the general ledger.

Clifford Wilson: Motion accept Michael Cunningham, Police dispatcher, as a new member of the Maynard Contributory Retirement System. Motion seconded by Michael Guzzo.

Roll call vote:

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Christopher F. Connolly	[X]	[]	[]	[]
Michael A. Guzzo	[X]	[]	[]	[]
Kevin C. Petersen	[X]	[]	[]	[]
Clifford C. Wilson	[X]	[]	[]	[]
Patrick A. Hakey	[X]	[]	[]	[]

The Board reviewed the 2020 Budget/Expended through April 30, 2020.

Michael Guzzo: Motion to hold the August Board meeting on Thursday August 27, 2020 at 12:15 pm. Motion was seconded by Kevin Petersen.

Roll call vote:

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Christopher F. Connolly	[X]	[]	[]	[]
Michael A. Guzzo	[X]	[]	[]	[]
Kevin C. Petersen	[X]	[]	[]	[]
Clifford C. Wilson	[X]	[]	[]	[]
Patrick A. Hakey	[X]	[]	[]	[]

No other business.

At 12:27 pm, Michael Guzzo: Motion to adjourn. Motion was seconded by Clifford Wilson.

Roll call vote:

	<u>YEA</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Christopher F. Connolly	[X]	[]	[]	[]
Michael A. Guzzo	[X]	[]	[]	[]
Kevin C. Petersen	[X]	[]	[]	[]
Clifford C. Wilson	[X]	[]	[]	[]
Patrick A. Hakey	[X]	[]	[]	[]

Meeting adjourned 12:27pm.

Attested to as a true record of the Board:

Christopher F. Connolly, Sr., Chairman, Appointed

Clifford C. Wilson, Elected

Kevin C. Petersen, Appointed

Patrick A. Hakey, Elected

Michael A. Guzzo, Ex-Officio



84 State Street, Second Floor
Boston, Massachusetts 02109

Deborah B. Goldberg, State Treasurer and Receiver General, Chair
Michael G. Trotsky, CFA, Executive Director and Chief Investment Officer

To: All Eligible Massachusetts Retirement Boards

From: Francesco Daniele, Senior Client Services Officer

Date: October 13, 2020

Subject: Private Equity Vintage Year 2021 Commitment Deadline

As you may know, PRIM's Private Equity Portfolio (formerly known as Alternative Investments) is separated into Vintage Year Accounts. We would like to inform you that PRIM is currently planning for the Private Equity Vintage Year 2021 Account. Each Retirement System that wishes to participate in the 2021 fund needs to declare its level of participation (i.e., commitment amount) in advance for the upcoming Vintage Year program. It is not necessary for your Retirement Board to conduct a search or seek authorization from PERAC in order to invest with PRIM.

At this time, I am notifying all Boards that the deadline for notifying PRIM of an intention to participate in the upcoming Private Equity Vintage Year 2021 (PEVY 2021) portfolio is December 31, 2020. If your Board wishes to participate in the PEVY 2021 program, please provide a written response on letterhead informing PRIM of your decision stating that the Board has voted to participate, along with the specific dollar amount that was approved. (For planning your 2021 allocation, please be advised that the percentage committed for the current Private Equity Vintage Year 2020 will be approximately +100% of the target commitment of \$2.0 billion.)

PRIM is formulating its annual investment plan for the 2021 Vintage Year program. We expect PRIM's dollar commitment to PEVY 2020 to be consistent with previous vintage years. Below is a description of private equity managers that are in PRIM's pipeline for Vintage Year 2021. This list is subject to change.

- North American Growth Equity Manager – Existing Manager
- Western European Mid-Market Buyout Manager- Existing Manager
- North American Mid-Market Buyout Manager- Existing Manager
- North American Venture Capital Manager- Existing Manager
- Global Mid-Market Buyout Manager- Existing Manager

Should you have any questions about the program or wish to update your contact information, please contact me at (617) 946-8416 or fdaniele@mapension.com.

Please note: A Purchasing Retirement System that invests all of its assets in the PRIT Core Fund will automatically be included in PEVY 2021, so there is no requirement to respond to this notice.



Payroll Warrant For Posting Number 113020

Pay/Calc Type	Trans Number	Trns Date	Payee Name/SSN Last 4	Mbr SSN/4	Mbr EE #	Pay Type	Unit	Annuity	Pension	COLA	Post 81 COLA	97 COLA	Dep Allow	Addl Annuity	Veteran Allow	Chapter 389	Gross Amount	Net Amount	Void
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Records Reported On:	140	Total Pre 81 COLA:	0.00	Total Chapter 389 Amt:	0.00	Total Gross:	321,681.71	Total State Tax:	0.00
Total Annuity:	60,301.38	Total Post 81 COLA:	1,014.00	Total Add Annuity:	0.00	Total Net:	270,003.60	Total Fed Tax:	28,740.40
Total Pension:	220,291.80	Total Post 97 COLA:	39,679.53	Total Vet Allowance:	275.00	Total Net (less Void):	270,003.60	Total Void:	0.00

Health & Life Insurance GIC (GICH):	390.23
Health Insurance (HLT):	22,099.07
Life Insurance (LFE):	230.40
Optional Life Insurance GIC (GICOL):	218.01
*** Deduction Total:	22,937.71

The undersigned, on oath, swear that the information contained in this warrant is true and accurate to the best of their knowledge.

Michael A. Guzzo	Clifford C. Wilson	Christopher F. Connolly, Sr., C..
Patrick A. Hakey	Kevin C. Petersen	

Vendor Payment Warrant For Posting Number 113020EC

11/17/2020 09:42:58

Page: 1

User: KenDeMars

Vendor Name	Unit	Check Number	Check Date	Amount
Group Insurance Commission		7393	11/30/2020	390.23
Group Insurance Commission OL		7394	11/30/2020	218.01
Town of Maynard FED			11/30/2020	28,740.40
Town of Maynard HLT		7395	11/30/2020	22,099.07
Town of Maynard LFE		7396	11/30/2020	230.40

Records Reported On: 5 51,678.11

The undersigned, on oath, swear that the information contained in this warrant is true and accurate to the best of their knowledge.

Michael A. Guzzo _____

Patrick A. Hakey _____

Clifford C. Wilson _____

Kevin C. Petersen _____

Christopher F. Connolly, Sr., Chairman _____

Cash Disbursements Warrant
Warrant Number 113020AP

11/17/2020 10:10:42

Page: 1

User: KenDeMars

Transaction ID	Date	Payment Type	Transaction Number	Vendor ID	Vendor/Description	Amount
205..	11/30/2020	Not Applicable		9	Citizen's Bank To record Citizens Bank fees for November 2020	250.00
205..	11/30/2020	Check	7397	182	People's United Bank To record People's United Bank fees Sept. 2020	2,308.75
205..	11/30/2020	Check	7398	199	Mark Tomy To record partial refund Mark Tomy	23.56
205..	11/30/2020	Check	7399	65	Worcester Regional Retirement Board To record M Jenkins transfer to Worcester Reg Ret	87,239.08
205..	11/30/2020	Check	7400	52	Pitney Bowes To record postage 08/13/20-11/16/20	226.10

Records Reported On: 5
Total Amount: 90,047.49

The undersigned, on oath, swear that the information contained in this warrant is true and accurate to the best of their knowledge.

Michael A. Guzzo _____

Patrick A. Hakey _____

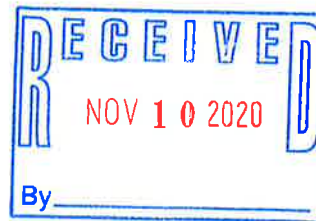
Clifford C. Wilson _____

Kevin C. Petersen _____

Christopher F. Connolly, Sr., Chairman _____



240 Cabot Street Beverly, MA 01915



Global Custody - Fee Invoice

Fee for services from 9/1/20 through 9/30/20

Mr. Kenneth R. DeMars
Maynard Retirement Board
195 Main Street
Maynard, MA 01754

Invoice date: 11/10/20

Amount Due: **\$2,308.75**

Account Name

Maynard Retirement System

Total Market Value End of Fee Period:		\$50,483,259.93		<u>Asset Fee</u>
	0.0300%	On	\$50,483,259.93	= \$15,144.98
Per Account Fee				
Separately Managed	1		\$2,500.00	= \$2,500.00
Line Item	1		\$2,500.00	= \$2,500.00
Prorated Market and Account Fee:				= \$1,678.75

		<u>Charge Per Item</u>		
Trades and Paydowns	70	\$9.00	=	\$630.00
Foreign Exchange - Third Party	0	\$50.00	=	\$0.00

Total Fee Due: **\$2,308.75**

Please make check payable to: People's United Bank
Attn: Sharon Mathews, Institutional Trust
850 Main Street - 13th Floor
Bridgeport, CT 06604

If you have any questions concerning this fee, please contact your custody officer, Tony Teberio: Anthony.Teberio@peoples.com, 978.720.1233



MAYNARD RETIREMENT BOARD

TOWN BUILDING
195 MAIN STREET
MAYNARD, MASSACHUSETTS 01754
978-897-1820 Tel
978-897-1013 Fax
Maynard.retirement@gmail.com

November 30, 2020

Mark S. Tomyl
9 Lee Circle
Hudson, MA 01749

Dear Mark,

During our recent audit by the Public Employee Retirement Administration Commission (PERAC), an error in the calculation of the amount for your purchase of call firefighter time was found. The calculation used the wrong deduction rate for 1992-1996. It should have been 8% not 9%. Therefore, you are due a non-taxable refund of \$23.56.

Please contact me if you have any questions.

Sincerely,

A handwritten signature in cursive script, reading "Kenneth R. DeMars".

Kenneth R. DeMars
Executive Director



MAYNARD RETIREMENT BOARD

TOWN BUILDING
195 MAIN STREET
MAYNARD, MASSACHUSETTS 01754
978-897-1820
Maynard.retirement@gmail.com

Michael Sacco
Worcester Regional Ret Bd
23 Midstate Dr, Suite 106
Auburn, MA. 01501

November 30, 2020

Dear Mr. Sacco,

This letter is to inform you that contributions from the following member have been transferred to your board:

Michelle A. Jenkins
71 Edmonds Circle
Whitinsville, MA 01588

A table of all of their service at all retirement boards follows:

Service Begin Date	Service End Date	Board	Service Amount
02/19/2002	05/13/2008	Framingham Retirement Board	6.1667
01/11/2010	11/05/2019	Worcester Regional Ret Bd	9.7500
11/06/2019	10/08/2020	Maynard Retirement Board	0.9167

The total amount of creditable service for the member is 16.8333.

The member's hire date is 11/06/2019.

The member's termination date is 10/08/2020.

The member's total amount of all prior years deductions are \$74,895.45.

The member's total amount of all prior years 2% deductions are \$5,009.16.

The member's total amount of all prior years interest is \$1,178.25.

The member's total amount of all current year deductions is \$5,372.61.

The member's total amount of all current year 2% deductions is \$709.29.

The member's total amount of all current year interest is \$74.32.

The member's contribution rate is 9 %.

The total amount of the transfer is \$87,239.08.

Should you have any questions regarding this transfer, please contact me.

Sincerely,

Kenneth R. DeMars
Executive Director



To the Town Accountant:

The following bills for POSTAGE EXPENSE amounting in the aggregate total below, have been approved by the Town Treasurer, and you are requested to place them on warrant for payment.

Warrant Date: 11/19/2020

Postage Expense per Dept

Account # 26070524

2220 Retirement

~~503.50~~

~~03/04/2020-8/12/2020~~

08/13/20 - 11/16/20

Grand Total

\$

226.10

Please make check payable to

Reserve Account

Pitney Bowes

PO Box 223648

Pittsburgh, PA 15250-2648

2020 CASH FORECAST

	November
Citizens Bank Balance Current	\$ 161,312.03
Deposits in transit with Citizens	\$ 151,130.84
Less Checks and other Outstanding Items	\$ 161,306.68
Available Funds Currently	<u>\$ 151,136.19</u>
Obligations to Disburse	
Retiree Payroll this Month (estimated)	\$ 270,003.60
Payroll End Obligations	\$ 51,678.11
Vendor Obligations on Warrant	\$ 226.10
Custodian Obligations	\$ 2,308.75
Known Refunds Out of System	\$ 87,262.64
Known Transfers Out of System	
Other - Transfer to PRIT	
Other - Boston Advisors	
Citizens Bank monthly fees	\$ 250.00
Total Obligations to Disburse	<u>\$ 411,729.20</u>
Calculated Cash Surplus(Deficiency)	<u>\$ (260,593.01)</u>
Actual Cash Transfer In	
People's United Bank xxxxxx8400	
PRIT Cash	\$ 260,600.00
Total	<u><u>\$ 260,600.00</u></u>



ROP-450
PO Box 7000
Providence RI 02940



1-800-862-6200

Call Citizens' PhoneBank anytime for
account information, current rates and
answers to your questions.

Commercial Account Statement

1 OF 4

Beginning October 01, 2020
through October 31, 2020

AV 01 014097 12517B 46 A**5DGT



MAYNARD CONTRIBUTORY RETIREMENT SYSTEM
RETIREMENT BOARD
195 MAIN ST
MAYNARD MA 01754-2509

OK
11/10/20

Commercial Checking

US 259 19 1

SUMMARY

Balance Calculation

Previous Balance	191,676.36
Checks	61,769.26 -
Debits	283,787.17 -
Deposits & Credits	315,189.87 +
Interest Paid	2.23 +
Current Balance	161,312.03 =

Balance

Average Daily Balance 263,769.43

Interest

Current Interest Rate	.01%
Annual Percentage Yield Earned	.01%
Number of Days Interest Earned	31
Interest Earned	2.23
Interest Paid this Year	20.32

Your next statement period will end on November 30, 2020.

MAYNARD CONTRIBUTORY RETIREMEN
RETIREMENT BOARD
Interest Checking
XXXXXXXX314-0

TRANSACTION DETAILS

Checks* There is a break in check sequence

Previous Balance

191,676.36

Check #	Amount	Date	Check #	Amount	Date
7326	3,195.37	10/05	7352	3,788.96	10/01
7331*	1,787.71	10/09	7353	1,098.17	10/06
7343*	377.94	10/02	7354	364.44	10/05
7344	4,833.04	10/02	7355	218.01	10/05
7345	3,195.37	10/05	7356	20,326.53	10/05
7347*	293.49	10/30	7357	218.88	10/05
7348	3,159.70	10/01	7358	4,776.84	10/05
7349	3,409.93	10/01	7359	5,042.42	10/02
7350	1,787.71	10/26	7363*	1,565.82	10/30
7351	2,328.93	10/05			

Debits

Other Debits

Date	Amount	Description
10/16	250.00	Service Charge Please refer to your Commercial Analysis Statement
10/29	253,497.18	Maynard Retire Pc Orig 201029 -Sett-Digi Bank
10/29	30,039.99	Maynard Retire Pc Orig 201029 -Sett-Digi Bank

⊖ Total Checks
61,769.26

⊖ Total Debits
283,787.17


1-800-862-6200

Call Citizens' PhoneBank anytime for account information, current rates and answers to your questions.

Commercial Account Statement

2 OF 4

Beginning October 01, 2020
through October 31, 2020

Commercial Checking continued from previous page

Deposits & Credits

Date	Amount	Description
10/08	182,969.87	Deposit
10/28	132,220.00	Incoming Wire Transfer (Mts No.201028004449)

Interest

Date	Amount	Description
10/30	2.23	Interest

Daily Balance

Date	Balance	Date	Balance	Date	Balance
10/01	181,317.77	10/08	318,311.70	10/28	446,706.28
10/02	171,064.37	10/09	316,523.99	10/29	163,169.11
10/05	136,440.00	10/16	316,273.99	10/30	161,312.03
10/06	135,341.83	10/26	314,486.28		

MAYNARD CONTRIBUTORY RETIREMEN
RETIREMENT BOARD

Interest Checking

XXXXXXXX314-0

Total Deposits & Credits
315,189.87

Total Interest Paid
2.23

Current Balance
161,312.03

<u>account # xxxxxxx314-0</u>	<u>Bank Balance</u>		<u>Book Balance</u>
October 1, 2020 - Bank	198,513.77	October 1, 2020 - Books	138,310.33
checks cleared	-61,769.26	Payroll warrant/net	-279,336.24
other debits	-283,787.17	Withholdings payments	-55,463.47
Deposit in Transit	-6,837.41	Deposit in Transit	-6,837.41
deposits	315,189.87	AP warrant	-140,811.96
		Boston Advisors	28,952.00
interest	2.23	interest	2.23
Bank	161,312.03	Deposits	182,969.87
outstanding checks	-161,306.68	Wire	132,220.00
October 2020 Adjusted Bank	5.35	October 2020 - Books	5.35
		variance	0.00

Outstanding check number	Check Amount
7360	377.94
7361	4,833.04
7362	3,195.37
7364	293.49
7365	3,159.70
7366	3,409.93
7367	1,787.71
7368	2,328.93
7369	3,788.96
7370	1,098.17
7371	467.60
7372	218.01
7373	24,503.10
7374	234.77
7375	15,404.72
7376	33,027.00
7377	4,607.95
7378	2,203.24
7379	11,527.95
7380	19,989.10
7381	24,850.00
September 30, 2020	161,306.68

General Ledger

For Period 10/01/2020 Through 10/31/2020

1043-0000 Cash - Citizens Bank

Date	Transaction Type/Description	Debit	Credit	Balance
	Beginning Balance			138,310.33
10/01/2020	To record MHA deductions for September 2020	2,166.76		140,477.09
10/06/2020	To record C Troiano transfer from Concord Ret Sys	173,965.70		314,442.79
10/28/2020	Wire transfer	132,220.00		446,662.79
10/30/2020	To record People's United Bank fees August 2020		2,203.24	444,459.55
10/30/2020	To reimburse Town of Maynard for payroll		11,527.95	432,931.60
10/30/2020	To record T Palmerino transfer to State Ret. Sys.		19,989.10	412,942.50
10/30/2020	To record PTG Invoice #2273		24,850.00	388,092.50
10/31/2020	To record Citizens Bank interest for October 2020	2.23		388,094.73
10/31/2020	To record A. Martinec transfer to Marlborough Ret		15,404.72	372,690.01
10/31/2020	To record M. James transfer to Marlborough Ret		33,027.00	339,663.01
10/31/2020	To record J. Amidon transfer to Marlborough Ret		4,607.95	335,055.06
10/31/2020	to record Citizens Bank fees for October 2020		250.00	334,805.06
10/31/2020	To record benefits paid for October 2020		334,799.71	5.35
	Ending Balance	308,354.69	446,659.67	5.35
	Totals:	308,354.69	446,659.67	5.35

Date		Beginning Check	Ending Check	Total Amount	Exec. Director	Treasurer
	End Checks	7284	7287	\$ 19,325.01		
	Vendor Warrant	7288	7288	\$ 2,082.98		
6/16/2020	Void DD H. Vincent		12288	\$ (749.64)		
	Issue Check H. Vincent		7289	\$ 749.64		
6/23/2020	Payroll Warrant	7290	7299	\$ 25,196.86		
	End Checks	7300	7303	\$ 19,164.47		
	Vendor Warrant	7304	7308	\$ 36,504.63		
7/21/2020	Payroll Warrant	7309	7318	\$ 25,545.57		
	End Checks	7319	7322	\$ 15,060.96		
	Vendor Warrant	7323	7323	\$ 1,931.45		
8/24/2020	Payroll Warrant	7324	7334	\$ 26,034.72		
	End Checks	7335	7338	\$ 20,316.16		
	Vendor Warrant	7339	7342	\$ 38,812.15		
9/22/2020	Payroll Warrant	7343	7353	\$ 25,839.06		
	End Checks	7354	7357	\$ 21,127.86		
	Vendor Warrant	7358	7359	\$ 9,819.26		
10/27/2020	Payroll Warrant	7360	7370	\$ 25,839.06		
	End Checks	7371	7374	\$ 25,423.48		
	Vendor Warrant	7375	7381	\$ 111,609.96		

Cheryl Hane

James H. Vincent

**Maynard Retirement Board
Executive Session Minutes
January 24, 2019**

Members in Attendance:

Clifford Wilson
Jean Ignachuck
Michael Guzzo
Kevin Petersen

Other Attendees:

Kenneth DeMars, Executive Director

The Board entered Executive Session at 12:32pm.

The Board reviewed the clarifications from Madhusadan Thakur, M.D. and Robert Swotinsky, M.D. for the question of causation of Mark Tomyl's disability.

Dr. Thakur states "his aortic disease is congenital and is not caused by or exacerbated by the performance of his job."

Dr. Swotinsky states "The aortic aneurysm was caused by a congenital heart valve disorder, i.e. caused by a condition that was present since birth"

Ken DeMars informed the Board that he heard that Mark Tomyl had been returned to active duty as of January 21, 2019 and that since two members of the medical panel have determined that Mark Tomyl's disability is congenital and not job related the Board should deny his application for accidental disability.

A motion was made by Michael Guzzo to conclude the Executive Session and to reconvene in Open Session. The motion was seconded by Kevin Petersen. A roll call vote is required and a roll call vote was taken:

Michael Guzzo	Yes
Kevin Petersen	Yes
Clifford Wilson	Yes
Jean Ignachuck	Yes

The vote was unanimous. At 12:38pm, the Board completed the Executive Session portion of this meeting and reconvened in open session.

Attested to as a true record of the Board:

Christopher F. Connolly, Chairman, Appointed

Clifford C. Wilson, Elected

Jean E. Ignachuck, Elected

Michael A. Guzzo, Ex Officio

Kevin C. Petersen , Appointed



MAYNARD RETIREMENT BOARD

TOWN BUILDING
195 MAIN STREET
MAYNARD, MASSACHUSETTS 01754
(978) 897-1820
Maynard.retirement@gmail.com

December 1, 2020

To members and retirees of the Maynard Retirement System:

Notice of Election:

Election Date: March 18, 2021

Purpose:

To elect the Third Member of the Maynard Retirement Board in accordance with the provisions of M.G.L. Chapter 32, 840 CMR 7.00.

Term of Office:

Fourth Member: Effective April 1, 2021 – April 1, 2024

Eligible Candidates:

Members in service and retirees of the Maynard Contributory Retirement System.

Nomination Papers:

Any member or retiree of the Maynard Contributory Retirement System may qualify as a candidate by filing with the Maynard Retirement Board Office a nomination paper or papers containing the signatures and addresses of at least twenty (20) members or retirees of the Maynard Contributory Retirement System.

Nomination papers may be obtained at:

Maynard Town Building
Retirement Office
195 Main Street
Maynard, MA 01754

Nomination Paper Filing Deadline:

Completed submit nomination papers must be filed with the Retirement Office by 4:00 p.m. on January 28, 2021.

Ballots:

Ballots will be mailed to all active, inactive and retired members.

Ballot Deadline:

Ballots must be received by 12:00 noon on Thursday March 18, 2021

Tabulation of Ballots:

Maynard Town Building, Room 201, 195 Main Street, Maynard, MA 01754
Thursday March 18, 2021 – 10:00 a.m. to 12:00 noon

Date of Election:

March 18, 2021

Kenneth R. DeMars

Election Officer

Maynard Retirement System